Meeting Recording Policy

ST. JOSEPH ACADEMY
(SJA)

Department:	Human Resources
Number:	300.48
Effective Date:	3/30/2026
Review Date:	3/30/2026
Revised Date:	4/01/2026
Page:	1 of 1

I. Policy:

The purpose of the Meeting Recording Policy is to establish clear guidelines regarding the recording of St. Joseph Academy meetings in order to protect confidential information, prevent harassment, ensure compliance with applicable laws, maintain a respectful, transparent work environment and promote open communication. This policy applies to all employees and contractors, covering in-person, video, or audio recordings of any company meetings, training sessions, or interviews using any device.

II. Policy Guidelines:

- Secretly recording meetings, conversations, or calls is strictly prohibited.
- Recording is only allowed if all parties have been informed and have given written consent in advance.
- Recording may only be used for legitimate business purposes, such as training, documentation, or reference.
- Recording is prohibited for HR meetings, performance reviews, or discussions involving proprietary business information without authorized consent.
- This policy does not apply to recordings of protected, concerted activities such as documenting unsafe working conditions, gathering evidence of discrimination or harassment, or recording discussions of employees'wages, hours and working conditions.

III. Violations

- Violating this policy may result in disciplinary action, up to and including termination of eployment.

Approved by: _____ Date 3/30/2026
President/CEO